

## JOB ANNOUNCEMENT

### VACANCY #03-FI-OTR-0003

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Agency:	Office of Tax and Revenue
Division/Unit:	Compliance Administration-Audit Division
Position:	Tax Auditor
Grade/Step:	DS-512-7/1 w/promotion potential to DS-12/1
Salary Range:	\$26,044
Area of Consideration:	Unlimited
Opening Date:	11-20-02
Closing Date:	Open until filled
Number of Vacancies:	Two

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#### Position Description:

The incumbent performs and conducts office and field audit examinations which are carefully selected to provide only questionable returns involving individual income, partnership, sales and use, exercise, personal property and unincorporated business franchise taxes. Manages individual tax cases and plans and schedules work independently. Reviews information or records furnished by taxpayers to substantiate items questioned following guidelines and help of a higher graded tax auditor. Answers questions presented by taxpayers and third parties.

Position requires a bachelor's degree with at least 24 credit hours in accounting or a combination of education and experience may be substituted. Incumbent should have a thorough knowledge of the District of Columbia tax laws, regulations, and related collection procedures. Working knowledge of modern accounting techniques and financial practices with the ability to understand and evaluate business and/or commercial enterprises. The ability to deal with individuals on all levels with a high degree of tact, sensitivity and flexibility and the ability to communicate effectively both orally and in writing.

#### Submission Information:

Office of Government Business and Human Capital  
Recruitment Division  
941 North Capitol St, NE – Suite 1200  
Washington, DC 20002  
Fax: (202) 442-6413  
Email: [HR-OTR@DC.GOV](mailto:HR-OTR@DC.GOV)

**Submission Materials:** DC2000 (employment application) or Resume and cover letter w/salary history

*Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). I understand that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). I understand that any information I give may be investigated as allowed by law or Mayoral order. I consent to the release of information regarding my suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct and complete.*

*In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section I-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.*